

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Executive Assistant to the City Attorney	Job Family: 2
General Classification: Professional	Job Grade: 19

Definition: To contribute to the effective day-to-day functioning of the City Attorney's Office by providing full secretarial and basic administrative support.

Distinguishing Characteristics: Receives direction from the City Attorney. Exercises supervision over other assigned support staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform a wide variety of executive secretarial and administrative duties as required by daily operations of the City Attorney's Office.
2. Provide highly complex secretarial and administrative support to the City Attorney, Senior Assistant and Assistant City Attorney, including composing correspondence for the City Attorney's signature, screening mail and phone calls, scheduling appointments and ensuring that proper department records are kept.
3. Maintain computer filing system for claims, litigation and small claims cases.
4. Receive claims against the City and process through to denial or payment.
5. Contact affected departments to research and document pertinent information about claims; maintain close contact with Risk Manager and Claims Adjuster.
6. Prepare necessary documents on claims for presentation to City Council.
7. Communicate with claimant concerning the processing procedure, current status and final resolution of their claim.
8. Type or arrange for typing various legal documents and related material; ensure accurate and timely preparation; file documents with the court; and maintain calendar for timely filing of those documents.
9. Maintain and update City Attorney's Office budget and process all billing through the Risk Manager and/or Finance Department.

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10. Coordinate agenda and preparation of resolutions/ordinances for City Council meetings.
11. Maintain and update law library.
12. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic English and arithmetic; business letter writing; office management techniques; basic legal formats and clerical procedures of a City Attorney's Office; operation of personal computers; basic organizational structure and functions of Mountain View's City government; principles of supervision, training and performance evaluation.

Ability to: Locate and assemble data; be attentive to detail; establish adequate record keeping and other clerical procedures; develop formats for reports and data presentation; supervise, train and evaluate assigned staff; take notes and write up summaries of meetings; be precise and accurate in preparation of legal documents; locate and assemble a wide variety of data and information, often of a critical and confidential nature, from all City departments; communicate effectively with City employees and the general public; deal effectively with irate citizens, as necessary; prioritize and coordinate tasks and events in a highly sensitive environment; employ good judgment and make sound decisions in accordance with established procedures and policy; interpret and explain pertinent laws and rules; understand, organize, index and reference a wide variety of administrative information and records; prepare and process legal documents.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of clerical/secretarial experience including two years in a law office with some supervisory/office management background. Training equivalent to an associate of arts degree.

Established January 1994

Revised

CLASS SPECS

CS156-P^